

CCTV Policy & Code of Practice

for

All councillors and officers, including third party agents, temporary, contract staff and anyone who comes into contact with council information

Effective Date: 01/08/2020

Introduction

This Policy & Code of Practice applies to the closed circuit television (CCTV) surveillance scheme known as the Salford City Council CCTV scheme. The primary purpose of the scheme is to detect and deter crime & disorder, including anti-social behaviour and environmental crime.

The scheme operates 24 hours a day, 7 days a week. The images collected by the cameras used by the scheme record as much detail as possible and these images can be used to identify individuals.

The scheme comprises of cameras located in specific external and internal locations within the Salford City Council area, with control, monitoring and recording facilities at a dedicated location.

The following table lists the wards currently covered by the CCTV system but the plan is to cover the whole of the city in time.

Barton	Little Hulton
Boothstown & Ellenbrook	Ordsall
Broughton	Pendlebury
Cadishead	Swinton North
Claremont	Swinton South
Eccles	Walkden North
Irlam	Walkden South
Irwell Riverside	Weaste & Seedley
Kersal	Winton
Langworthy	Worsley

The scheme is owned by Salford City Council. The council is the Data Controller and is responsible for the management, administration and security of the system and will ensure the protection of individual's privacy and the public by complying with the Surveillance Camera Commissioner's CCTV Code of Practice and legislation relating to the use of CCTV.

The scheme provides surveillance of the public areas within the city of Salford. Signs are used to indicate CCTV coverage. The signs are prominently placed and clearly visible, and state the organisation responsible for the scheme, the purposes of the scheme and a contact telephone number.

All recorded material is owned by Salford City Council and is subject to the statutory conditions of data protection legislation and the Regulation of Investigatory Powers Act 2000 (RIPA). Use the following link for more information about RIPA:

http://www.legislation.gov.uk/ukpga/2000/23/pdfs/ukpga_20000023_en.pdf

Purpose of the scheme

The objectives for using CCTV within Salford are as follows:

- To reassure the public and reduce the fear of crime.
- To reduce and prevent crime by deterring potential offenders.
- To assist the police in gathering evidence for the detection of crime.

Scheme Management

An assessment is carried out prior to the installation of cameras to ensure the siting is in compliance with legislation and the Surveillance Camera Commissioner's CCTV Code of Practice. The assessment will include consultation with residents where necessary.

The CCTV scheme is operated fairly, within the law and only for the purposes for which it has been registered with the Information Commissioner's Office (ICO). The ICO registration number is: **Z7069357**.

The council has a responsibility to ensure the system is operated in accordance with this policy at all times. The CCTV Manager will ensure that operators carry out their duties in an efficient and responsible manner, in accordance with the objectives of the scheme and in compliance with Health and Safety Regulations.

In their absence, the CCTV Manager will delegate authority to appropriately trained operators, to ensure a consistent service is delivered.

The scheme is operated by trained, authorised, vetted personnel, with due regard for the privacy of the individual.

Access to the CCTV control room is controlled and restricted to authorised officers. Visitors are by prior arrangement only and are required to sign a visitors log and declaration of confidentiality.

Retention Period

Digital recordings are kept for 31 days, after which they are irretrievably overwritten. Images requested for release are saved separately and stored securely for a minimum of 12 months.

Rights of Privacy

Salford City Council and its partners recognise and support the individual's right to privacy. In operating the scheme, the council will consider the wider human rights issues and in particular the implications of the European Convention on Human Rights, Article 8 (the right to respect for private and family life). Use the following link for more information about the Human Rights Act:

<https://www.legislation.gov.uk/ukpga/1998/42/contents>

Releasing Images

If you wish to exercise any of your rights under the General Data Protection Regulations (GDPR), please see the council's website for further details:

<https://www.salford.gov.uk/your-council/council-and-decision-making/data-protection-legislation/>

Solicitors, insurers or other bodies acting on behalf of their clients may apply for CCTV footage, where disclosure of the data meets one of the following conditions as defined in the Data Protection Act 2018:

- (a) is necessary for the purpose of, or in connection with, legal proceedings (including prospective legal proceedings),
- (b) is necessary for the purpose of obtaining legal advice
- (c) is otherwise necessary for the purposes of establishing, exercising or defending legal rights, to the extent that the application of those provisions would prevent the controller from making the disclosure.

Footage can be provided, subject to receipt of a compliant written request and fee, chargeable only where footage is captured.

Note: Footage may not be provided if it may be relevant to a criminal prosecution or ongoing investigation where disclosure under such circumstances may prejudice future legal action.

Please see the council's website for further details:

<https://www.salford.gov.uk/crime-reduction-and-emergencies/cctv/>

We aim to respond in writing within five working days of receipt.

We may disclose images to 3rd party organisations, such as the police, for the prevention and detection of crime, subject to valid requests. Such requests are formally documented by the council and kept for a minimum of 5 years.

The authority to release images to 3rd party organisations, including the police, will be delegated to an operator when the CCTV Manager is unavailable.

Scheme Governance

The CCTV Manager continually monitors the council's CCTV scheme and undertakes regular reviews of the documented procedures to ensure it remains fit for purpose and operates within the law. The council's Head of Community Safety oversees the scheme and reports to the Lead Member for Community Safety.

The scheme is annually inspected by the council's internal audit team and by a 3rd party, independent inspectorate.

The CCTV Manager is accountable to Salford City Council and shall report any matter affecting the operation of the system, including any breach or suspected breach of the policy, procedural instructions, security of data or confidentially, to the Head of Community Safety.

A member of the public wishing to make a complaint about the system may do so through Salford City Council's online complaints procedure via the following link:

<https://contactus.salford.gov.uk/?formtype=CCC>